

REQUIREMENTS FOR SUBMITTAL OF **SITE COMPLIANCE PLANS**

Commercial Sites are defined as improvements to property for use other than a 1, 2, or 3 family dwelling. Commercial sites may be but are not limited to residential dwellings with 4 or more dwelling units, Planned Urban Developments (PUD), Commercial Planned Developments (CPD), retail, commercial, manufacturing and industrial uses, and schools. Any project requiring a preliminary plat is exempt

1. GENERAL REQUIREMENTS

- 1.1. Commercial Site Plan: shall be done under the supervision of an Engineer registered in the state of Ohio.
- 1.2. Plan Size: submit on "E" size (22" x 34") or architectural size (30" x 42") plan sheets.
- 1.3. Graphic Scale: Shall be drawn and plotted to a Standard Engineering Scale, typically 20 or 40 scale.
- 1.4. Plan Layout: Plan view orientation shall be with north being the top or the left of the page. Show north arrow and dimensioned graphic scale on all sheets.

2. SUBMITTAL ITEMS: Include the following with the submittal packet.

- 2.1. Master Development Plan: If the project site/parcel is sub-part (i.e. an out lot or sub parcel) of a larger development, submit a copy of the Master plan of the area in which the site is located.
- 2.2. Copies Required: Submit fifteen (15) copies of the site compliance plan.
- 2.3. Studies, Reports And Documentation: Submit information supporting the site layout and proposed connection to public facilities, any zoning and/or variance text and any registered site plan or zoning exhibit (shall be reprinted as part of the site compliance plan), traffic impact studies, Pay-As-We-Grow Commitments, parkland commitments, meeting minutes, etc.
- 2.4. Attach any required Certificate of Appropriateness (Historic District, Architectural Review or Downtown Commission) or Approval (University Review Board) to each site compliance plan set (if approved site plans or exhibits are referenced on a certificate submit these sheets, stamped by the approving authority).
- 2.5. Submit a Blockwatch Plan Approval letter from Public Safety for any residential development with 50 or more dwelling units.
- 2.6. Electronic images: *Provide a CD with electronic images in a PDF or TIFF format.*

3. **PLAN SET REQUIREMENTS:** Information on the site compliance plan shall contain, but not be limited to, the following:

3.1. Title Sheet:

- 3.1.1. Title of the project.
- 3.1.2. Vicinity map: Area Map that pin points the location of the site within Columbus area.
- 3.1.3. Index Map: When the parcel or site to be developed is a sub-part of a Master Development Plan, show the location of the parcel or site improvement within the Master Development Plan. Show and label public streets within the Master Plan and bordering the site. Include the adjoining parcels in the view and access points. Indicate jurisdiction boundaries of public entities (e.g. County) when other than Columbus.
- 3.1.4. Names of the owner/developer, architect and engineer with their respective address; contact person's phone number, fax and email.
- 3.1.5. Certified street address(es) and parcel ID number(s).
- 3.1.6. Zoning Information: Label existing zoning district(s) of subject site and adjacent sites; proposed zoning district(s) of site; case number of any active rezoning or variance application (Council variance, Board of Zoning Adjustment or Graphics Commission); name of any applicable commercial overlay.
- 3.1.7. An Engineer's or Architect's seal and signature must appear on each site compliance plan sheet that contains zoning compliance information. Further, projects affected by a limitation text, CPD text, PUD notes, or any variance must include a statement above the seal and signature certifying that the building and site compliance plan sheets meet all required development standards.
- 3.1.8. Date of Expiration: Statement that the plan is valid for a one (1) year from date of approval.
- 3.1.9. Revision Block: Include Rev #, description, sheets, date approved. Triangle any revision after the plan has been approved.
- 3.1.10. Tracking Number: Assigned at time of submittal.

4. **SITE LAYOUT REQUIREMENTS**

- 4.1. Boundary map with survey information (length and bearing) of each line.
- 4.2. Parcel area in square feet (or acres); also provide # of units per acre for residential commercial uses.

- 4.3. Topography with contours (labeled), only if in or adjacent to floodplain. Label and dimension all right-of-way lines (identify existing and proposed); all property lines; and setback lines for building, parking, maneuvering, graphics, and any required for side and rear yards.
- 4.4. Show and label all existing and proposed buildings and structures.
- 4.5. Provide a square footage breakdown for each use on the site (See C.C.C. 3312.47 *Calculation methods* and 3312.49 *Minimum numbers of parking spaces required*). Calculate the number of required parking spaces separately for each use, rounding up as necessary for each use. Calculate the number of required loading spaces separately for each use. Provide ADA parking spaces in compliance with C.C.C. 3312.31 *Parking space for ADA compliance* (ADA parking spaces may be counted as required parking spaces).
- 4.6. Show the location and dimension of off-street parking and loading facilities; including but not limited to driveways, aisles, individual parking spaces (standard, ADA, small cars, bicycle etc.), entrances, exits, median strips, traffic islands, stacking and bypass lanes, lighting, interior sidewalks, wheel-stop devices and curbs, landscaping and screening (See C.C.C. 3312.21 *Landscaping and screening*).
- 4.7. Label the height of each building and structure on the site.
- 4.8. Include the following note: “The proposed project will comply with sections 3312.15 & 3321.01 *Dumpster area*; 3312.21 *Landscaping and screening*; 3319.19 & 3312.03 *Lighting*; 3321.05 *Vision clearance*; 3312.39 *Striping and marking*; 3312.43 *Required surface for parking*; 3312.45; *Wheel stop device* [Identify any existing non-conforming conditions on the site compliance plan].
- 4.9. Show and label any existing and proposed fences (label height and opacity).
- 4.10. Label Flood designation, map number and effective date. And where they occur on the site, show the 100-year flood plain and floodway boundaries and base flood elevations.
- 4.11. Show LDN (Day-Night sound level noise index) contour lines and LDN number.
- 4.12. Include any additional zoning data necessary to certify compliance with development standards included in a limitation or CPD text, PUD notes, a variance (Council variance, BZA or Graphics actions), any registered site plan or exhibit or for projects within the *University Planning Overlay* area or any other Planning overlay (See C.C.C. 3372 *Planning Overlay*);
- 4.13. Per C.C.C. 3305.02 zoning staff may request any additional information that is reasonably necessary to determine compliance with the zoning code.
- 4.14. Show proposed traffic circulation pattern.

- 4.15. Show dumpster, trash compactor and bulk waste pick-up locations and access per Refuse Collection Division standards and C.C.C. 3312.15 and 3321.01 *Dumpster area*. Include dumpster screening details on the site compliance plan.
- 4.16. Easements and encroachments:
 - 4.16.1. Locate and label existing easements. Identify what the easement is for (i.e. sanitary, water, storm, sidewalk, power, gas-line, conservation, etc.). Indicate the instrument number, deed/plat book and page number of existing easements. Show, label and dimension limits of proposed easements.
 - 4.16.2. Show right-of-way encroachments (i.e. building vaults, grease interceptors, basements, porches, landings, stairs, above-grade walls, overhead structures (i.e. awnings, balconies), loading pads, planters, private utilities (irrigation, up-lights), etc. that encroach or are located in the right-of-way). Show, label and dimension limits of proposed encroachments and, if beneficial, an elevation view.
 - 4.16.3. Show, label and provide copies of any cross-access easements for any existing or proposed shared drives or access to/from adjoining property.
- 4.17. Streets:
 - 4.17.1. Outline and label the jurisdictional boundaries of each public entity having jurisdiction when other than City of Columbus adjoins the site.
 - 4.17.2. Show and label adjacent public streets, alleys and lanes. Show full width of street, street centerline and label with street name. Indicate the whether the street is 'curbed' or not and dimension from the street centerline to face-of-curbs (label curb) or edge-of-pavement (label E/P) if not curbed.
 - 4.17.3. Show and label the nearest public intersection and provide dimensioned distance for the intersection to the property line(s).
 - 4.17.4. Show existing right-of-way (label 'R/W' or 'Ex R/W') and proposed right-of-way line (label 'Proposed R/W') along each street fronting the parcel(s) and dimension the full width of right-of-way from the centerline.
 - 4.17.5. Show any existing right-of-way to be purchased/transferred/vacated (e.g. street/alley vacations). Include right-of-way to be given to the City per the Thoroughfare Plan or zoning text. The R/W transfer process is handled separately by Division of Planning and Operations. Contact Division of Planning and Operations, Right-of-Way Coordinator at 614-645-1584 to arrange submission of the appropriate documents.
 - 4.17.6. Show existing Permanent Traffic Control items (Pavement markings, signs, etc.)

- 4.17.7. Show and label any raised medians in the street – existing and any proposed change.
- 4.18. Site Access Locations:
- 4.18.1. Show and label existing access drive(s) to the site; on both sides of any street fronting the property; AND all connections to adjoining property or off-site parking. Indicate whether the existing site access drive(s) is to remain, be re-built or removed.
- 4.18.2. Show and label proposed access drive(s) and/or private street(s) – label (as “Drive” or “Private Street” as applicable) and dimension the width. Provide radius or flair width for the curb cut. Drive layout should reflect any restrictions (e.g. right-in/right-out).
- 4.19. Proposed turn lanes, widening or street improvements: Turn lanes shall be as determined by the Division of Planning and Operations for any access point. Provide tapers and transitions in accordance with geometric design standards of the Ohio Department of Transportation Location and Design Manual: Volume One, or as otherwise directed by the Division of Planning and Operations. Streets shall contain a minimum width of 20 feet, or other minimum width determined by the Division of Planning and Operations when considering such factors as the design speed of the facility, traffic volumes, lane configurations, and any other applicable information. Any street with inadequate pavement width shall be widened to the minimum width required along the frontage of the subject property being developed and widening shall also be provided to maintain such a minimum required width to connect such street to the public street network containing adequate pavement width as traffic patterns dictate, unless otherwise directed by the Division of Planning and Operations.
- 4.20. Proposed drop lanes, pull-off areas, loading areas in the R/W shall be requested and as approved by the Division of Planning and Operations and Division of Mobility Options.
- 4.21. Sidewalks & ADA access– show/label/dimension existing and proposed sidewalk or shared-use-path along the R/W fronting the property, beyond site property lines and connection to any existing walk fronting the adjoining parcels. If sidewalk or shared-use-path exists along site frontage is damaged, deteriorated or non-(ADA) compliant, indicate on the plans to replace those portions. Sidewalks and shared use paths shall meet current City standards and ADA requirements.
- 4.21.1. For commercial sites, sidewalks shall be minimum 5 ft wide, or greater for high pedestrian traffic corridors (e.g. high commercialized/central business areas,

shopping centers, schools, universities, etc.) as determined by the Division of Mobility Options.

- 4.21.2. Streetscape: Special features in the R/W or finish/materials for sidewalks, curb, pavement, or street construction other than the City Standard Drawings, shall be clearly shown and notated. Special features in the R/W to be identified should include, but is not limited to curbs (e.g. granite), plantings, landscape beds, bio-cell, stairs, surface treatments (pavers, brick, granite, etc.), tree grates, fencing, walls, bollards, handrails, etc. Documentation of approval by the Public Service Department will be required along with execution of associated permits or agreements.
- 4.21.3. ADA Ramps/Access: Show/label existing and proposed ADA ramps/access to make all intersections (public roads) and access drives fronting the property compliant to City standards. Any existing ramp is deemed non-compliant unless verified by the Developer's Engineer to be compliant and should be shown to be replaced or proposed (new). Existing ADA ramps verified as compliant shall be clearly labeled as such. ADA ramps crossing streets, signalized drive drives designed as street or 'private streets' shall be oriented perpendicular to the curbs.
- 4.21.4. Show/label and provide limits of additional "R/W dedication" or "sidewalk easement" for sidewalks, shared-use-paths, or ADA access routes located outside of the existing R/W. The R/W process is handled separately by the Division Planning and Operations. Contact the Division Planning and Operations, Right-of-Way Coordinator at 645-1584 to arrange submission of the appropriate documents.
- 4.21.5. Maintain accessibility, ADA compliance and clearance (minimum 4' clear) from any feature (e.g. landscape bed, control cabinet, wall, meter, etc.) located in the R/W.
- 4.22. Street Parking & Meters: Show and label on-street 'parking' in downtown areas indicating each parking stall location/marking. Show and label the location of each parking meter that exists (indicate whether remain, relocated, or removed) and proposed. Any proposed change to parking stalls or meters requires approval by the Division of Mobility Option-Parking Services Support.
- 4.23. Signalized intersections: Show traffic signal items (pull box, strain poles, signal poles, control boxes, push-buttons, etc.). Show lane markings (traffic lanes, directional markings,

stop bars, cross-walks, etc.) for entire intersection and for a minimum of 200 ft beyond the intersection on all legs, and along entire right-of-way fronting property site being improved.

4.24. Bus stops (COTA) on-site frontage or nearby if affected by site improvements.

4.25. For Schools:

4.25.1. Show locations of existing and proposed marked pedestrian crossings (Contact the Division Mobility Options, School Coordinator at 614-645-7793 for information on the “Walk Smart” program for schools).

4.25.2. Show bus drop-off lanes.

4.26. Show and label existing sanitary sewers, storm sewers and water lines within and adjacent to the tract serviced including plan of record, size and general location of main lines. Show and label and proposed utility (SAN, STM and WATER) connections and how the site will be serviced from the utility main.

4.27. Show and label existing fire hydrants (whether, remain, relocated, removed) and any proposed.

4.28. Show existing trees and landscape features within the public right-of-way (e.g. planters, beds, tree grates, etc) and any proposed.

4.29. Show existing street lights (whether, remain, relocated, removed) and any proposed.

4.30. Show/label other utilities, utility poles, catch basins, manholes, structures, vaults, box, pedestals, etc. in R/W as existing (indicate remain, removed or relocated) or proposed. Other utilities are, but not limited to, gas, electric, cable, phone, fiber-optic, traffic signal, interconnect, and communications.

5. CONSTRUCTION DRAWING REQUIREMENTS

5.1. Construction drawings (CC plan, E-plan, Water, etc.) required by the City will be determined upon review of the completed site plan and preliminary site compliance plan meeting held with the City.